



COMPUTATION OF FINAL INDIVIDUAL RATING FOR ADMINISTRATIVE STAFF

Annex P

Name of Administrative Staff: **ERLINDA S. VALENZONA**

Particulars (1)	Numerical Rating (2)	Percentage Weight (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.90	70%	3.43
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	4.75	30%	1.425
TOTAL NUMERICAL RATING			4.90

TOTAL NUMERICAL RATING: 4.90

Add: Additional Approved Points, if any: _____

TOTAL NUMERICAL RATING: _____

FINAL NUMERICAL RATING 4.90

ADJECTIVAL RATING: "O"

Prepared by:


ERLINDA S. VALENZONA
Name of Staff

Reviewed by:


BEATRIZ S. BELONIAS
Department/Office Head

Recommending Approval:

N/A
Dean/Director

Approved:



BEATRIZ S. BELONIAS
Vice President

INDIVIDUAL PERFORMANCE COMMITMENT AND REVIEW FORM (IPCR)

I, ERLINDA S. VALENZONA, of the OVPA commits to deliver and agree to be rated on the attainment of the following Targets in accordance with the indicated measures for the period July-December 2020.




ERLINDA S. VALENZONA
Ratee

APPROVED:


BEATRIZ S. BELONIAS
Head of Unit

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 1: Advanced Education Services									
OVPI MFO 2: Graduate Student Management Services									
P11: Graduate students awarded with scholarship/ assistantship	No. of scholar graduate student payrolls facilitated for immediate signature and release	Facilitated graduate student payrolls for stipend, book/thesis allowances need for immediate signature and release	25	27	5	5	5	5.00	
	No. of recommendation letter for graduate research/teaching assistantship facilitated for action/signature	Facilitated letter recommendation for graduate assistantship assigned in the different academic departments for action/signature	4	4	5	5	5	5.00	
UMFO 2: Higher Education Services									
OVPI MFO 1: Curriculum Program Management Services									
P12: New undergrad & graduate curricular programs	No. of compiled new curricular programs submitted and acted with supporting document	Compiled new curricular programs with supporting documents after actions by the appropriate bodies	2	3	5	5	5	5.00	
P13: Existing curriculum proposal for revision	No. of compiled curriculum proposal for revision submitted for action by the appropriate bodies	Made/updated separate compilation for curriculum proposal for revision after action by the appropriate bodies	6	8	5	5	5	5.00	
	No. of faculty attended CHED orientation on policies/standards/ guidelines of degree programs	Facilitated faculty attendance request, claims, funding and other supporting documents for curriculum development purposes	2	1	4	5	5	4.67	
	No. of vouchers prepared for payment to CHED of degree program COPC application and inspection fees	Prepared vouchers for payment to CHED of degree program COPC application and inspection fees	2	3	5	5	5	5.00	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks
					Q ¹	E ²	T ³	A ⁴	
UMFO 5: Support To Operations (STO)									
OVPAAs MFO 1: Faculty Development Services									
P11: Faculty pursuing advanced studies	No. of recommendations/endorsements, letter of awards, contracts, clearances and all related documents facilitated for action/signature	Facilitated recommendations/endorsements, letter of awards, study contracts, clearances and all related documents facilitated for action/signature	15	18	5	5	5	5.00	
	No. of vouchers for payment school fees, thesis financial support and other related expenses while pursuing graduate studies, and travel order on official time facilitated for signature	Facilitated vouchers for payment school fees, thesis financial support, and other related expenses while pursuing graduate studies, and travel order on official time for signature	5	5	5	5	5	5.00	
OVPAAs MFO 2: Faculty Renewal/Recruitment/Hiring Services									
P11: Faculty renewal/recruitment/hiring of full and part-time instructors	No. of recommendations/award letters and appointments and notices for hiring facilitated for action/signature	Facilitated recommendations/award letters/ appointments and notices for hiring for action/signature	50	55	5	5	5	5.00	
	No. of certifications, clearances and payrolls for payment of services rendered by part-time instructors facilitated for signature and its immediate release	Facilitated certifications, clearances and payrolls for payment of services rendered by part-time instructors for signature and its immediate release	75	77	5	5	5	5.00	
OVPAAs MFO 5: Guidance/Counseling and Support to Students Services									
P13: Best practices on students services implemented	No. of walk-in student requests facilitated for immediate action/signature by the OIC/VP for Academic Affairs	Facilitated walk-in student requests for immediate action/signature by the OIC or VP for Academic Affairs	5	5	4	5	5	4.67	
	No. of payments prepared for incentives of students with outstanding/excellent academic performance including board exam top 10 placers	Prepared payment of incentives for students with outstanding/excellent academic performance including board exam top 10 placers	5	6	5	5	5	5.00	

MFO Major Final Outputs	Success Indicators	Tasks Assigned	Target	Actual Accomplish- ment	Rating				Remarks				
					Q ¹	E ²	T ³	A ⁴					
UMFO 6: General Administration and Support Services (GASS)													
OVPAAs MFO 1: Administrative and Facilitative Services													
P11: Colleges, academic units and support offices under OVPAAs including the four satellite campuses	No. of documents received from different colleges and its academic units and support offices checked/reviewed/counter signed for appropriate action by the OIC or VP for Academic Affairs (VPAA)	Checked/reviewed/countersigned documents received such as DTRs, leave applications, clearances, travel claims, OIC designations with complete supporting documents for appropriate action by the OIC/VPAA	3000	3500	5	5	5	5.00					
	No. of documents liaised and facilitated	Liaised documents within VSU main and satellite campuses	200	235	5	5	5	5.00					
Office of the Vice President for Academic Affairs operations	No. of OVPAAs documents prepared and processed	Prepared travel documents & other claims/payments incurred by the OVPAAs staff; and procurement of supplies & materials (PR/PPMP)	20	23	5	5	5	5.00					
	No. of transaction processed as petty cash custodian of the OVPAAs	Purchased petty supplies urgently needed and prepared replenishment	20	20	5	5	5	5.00					
OVPAAs MFO 2: Efficient Customer-Friendly Assistance Services													
P11: Customer Assistance Services	No. of Certificate of Appearance issued to clients/visitors	Issued Certificate of Appearance to clients/visitors	50	53	5	5	5	5.00	17				
TOTAL OVERALL RATING					83.00	85.00	85.00	84.34					
AVERAGE RATING					4.88	5.00	5.00	4.96					
FINAL RATING					4.96								
ADJECTIVAL RATING													
Comments & Recommendations for Development Purposes: <i>Continue work on the digitization of files.</i>													
Evaluated and Rated by:				APPROVED									
 BEATRIZ S. BELONIAS Office Head				 BEATRIZ S. BELONIAS Vice President for Academic Affairs									
Date: _____				Date: _____									

1 – Quality, 2 – Efficiency, 3 – Timeliness, 4 – Average



Instrument for Performance Effectiveness of Administrative Staff

Rating Period: July – December 2020

Name of Staff: **ERLINDA S. VALENZONA**

Position: **Admin. Assistant II**

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co- employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for	5	4	3	2	1

improvement of his work accomplishment						
12. Willing to be trained and developed	5	4	3	2	1	
Score	Total 57/12					
B. Leadership & Management (For supervisors only to be rated by higher supervisor)	Scale N/A					
1. Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1	
2. Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1	
3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1	
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1	
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1	
Total Score						
Average Score	4.75					

Overall recommendation : _____


BEATRIZ S. BELONIAS
Head of Office

PERFORMANCE MONITORING AND COACHING JOURNAL

NAME OF OFFICE : OVPA
 HEAD OF OFFICE : BEATRIZ S. BELONIAS
 NAME OF PERSONNEL : ERLINDA S. VALENZONA

	1 ST	Q U A R T E R
	2 ND	
	3 RD	
	4 TH	

ACTIVITY	MECHANISM				
	MEETING		MEMO	OTHERS (Pls. specify)	REMARKS
	ONE-ON-ONE	GROUP			
<u>Monitoring</u>	✓	✓			
<u>Coaching</u>	✓				

Note: Please indicate the date in the appropriate box when the monitoring was conducted.

Conducted by:

BEATRIZ S. BELONIAS
 Immediate Supervisor

Noted by:

EDGARDO E. TULIN
 Next Higher Supervisor

EMPLOYEE DEVELOPMENT PLAN

NAME OF EMPLOYEE : ERLINDA S. VALENZONA
PERFORMANCE RATING : _____

AIM: To efficiently and accurately deliver the needed services to clienteles according to the standard operating procedure set by the office

Proposed Interventions To Improve Performance

Date : June 2020

Target Date: July-December 2020

First Step : Identify the problems encountered frequently met in performing the assigned tasks

Result : Discuss the occurrence and make/suggest/propose solutions of the problems

Date : June 2020

Target Date: July-December 2020

Next Step : Be updated on existing procedures and policies to answer queries, facilitate and validate documents for appropriate action by the Vice President for Academic Affairs

Outcome : No errors, knowledgeable and articulate in answering queries, consistent and accurate in reviewing documents, and avoid delay and time-saving

Final Step/

Recommendation: Participate in short term training & conference-workshop on existing policies sponsored by accredited agencies; and give promotion to the next rank position

Prepared by:


BEATRIZ S. BELONIAS
Vice President for Academic Affairs